



Republic of the Philippines  
**Department of Education**  
 REGION VIII  
 SCHOOLS DIVISION OF NORTHERN SAMAR

January 24, 2025

**DIVISION MEMORANDUM**

No. 034, s. 2025

**PLANNING CONFERENCE ON THE CONDUCT OF THE ADVANCING MASTER TEACHERS' SKILLS FOR STRATEGIC LEARNING ACTION CELL MANAGEMENT TRAINING PROGRAM**

To: Assistant Schools Division Superintendent  
 Schools Governance and Operations Division Chief  
 Curriculum and Implementation Division Chief  
 Education Program Supervisors  
 Selected District Supervisors/Principals In-Charge  
 Selected Public Elementary and Secondary School Heads  
 Selected Public Elementary and Secondary Master Teachers  
 All Others Concerned

1. Pursuant to the Division's initiative to enhance Master Teachers' competencies through professional development and in alignment with the results of the Learning and Development Needs Assessment (LDNA), this Schools Division shall conduct the **Planning Conference on the Conduct of the Advancing Master Teachers' Skills for Strategic Learning Action Cell Management Training Program** on **February 3, 2025**, 8:00 AM – 5:00 PM, at the Bulwagan ng mga Guro, DepEd Schools Division Office (SDO) of Northern Samar.
2. This one-day planning conference aims to:
  - a. finalize the training design and session flow of the upcoming training program;
  - b. clarify roles, responsibilities, and resource requirements among the management, resource persons, and participants; and
  - c. develop a consolidated, time-bound implementation plan and monitoring framework for the upcoming training program.
3. The participants of this activity are the following:

Dr. Sylvia D. Villanueva, CID Chief	Dr. Noe M. Hermosilla, SGOD Chief
<b>Education Program Supervisors</b>	
Dr. Elna D. Enano	Dr. Felix J. Ladeño
Dr. Emily Adrayan	Dr. Nelida M. Lobos
Dr. Manuel I. Lipata	Dr. Alex B. Rejuso
<b>District Heads</b>	



Dr. Esther Dela Cruz	Dr. Rosalyn Sosing
Dr. Mary Jane Aguirre	Dr. Roberto Galono
Dr. Rico Baladad	Dr. Dionesia Mercader
<b>School Heads</b>	
Dr. Villajejan Avila	Dr. Cristina Giray
Dr. Emma Merino	Sherrie Ann Odtujan
Reina O. Pujante	Joy M. Saniano
Dr. Ruel Castillo	Momar Alcantara
May Jumadiao	Dr. Michael Jay S. Morales
Myra L. Bato	
<b>Master Teachers</b>	
Dr. Julien Tiza Madronio	Ariel Valila
Randy O. Canales	Rhodora A. Borja
Dr. Danhill C. Donoga	Eufemio Adarayan
Crisanto T. Siervo	Geraldine Rejuso
Mary Ann T. Rosadiño	Analyn Calaque

4. Attached are the Activity Matrix and Program Management Team.
5. This Memorandum serves as the Authority to Travel of all involved.
6. Expenses incurred in the conduct of this activity such as meals shall be charged against the 2024 HRD Fund, while travel and other incidental expenses shall be charged against local fund/School MOOE, subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are desired.

**GAUDENCIO C. ALJIBE JR., PhD, CESO VI**  
Schools Division Superintendent

DepEd Northern Samar

**RELEASED**

Enclosure: As stated  
References: As stated  
To be indicated in the Perpetual Index under the following subjects:

LAC                      MASTER TEACHERS                      PROFESSIONAL DEVELOPMENT

SGOD-HRDS-PRB

By: \_\_\_\_\_  
Date: 11/24/2024



Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar  
Telefax: (055) 500 9801  
Email: [northern Samar@deped.gov.ph](mailto:northern Samar@deped.gov.ph)  
Website: <https://northern Samar.deped.gov.ph>

Enclosure No. 1 of DM 234, s. 2025

**PLANNING CONFERENCE ON THE CONDUCT OF THE ADVANCING MASTER  
TEACHERS' SKILLS FOR STRATEGIC LEARNING ACTION CELL  
MANAGEMENT TRAINING PROGRAM**

February 3, 2025

Venue: Bulwagan ng mga Guro

Time	Activity
7:30-8:00	Arrival/Registration
8:00-9:00	Opening Program
9:00-10:00	Recap of LDNA Results & Rationale for the Training Program
10:00-11:00	Session 1: Finalizing the Training Design & Session Flow
11:00-12:00	Session 2: Roles, Responsibilities, and Resource Alignment
1:00-2:00	Workshop: Drafting the 3-Day Training Matrix
2:00-3:00	Finalization of Activity Timelines & Deliverables
3:00-4:00	Presentation of Consolidated Plan
4:00-5:00	Synthesis & Closing Program

PROGRAM MANAGEMENT TEAM	
NAME	DESIGNATION
Dr. Gaudencio C. Aljibe Jr., CESO VI	Activity Manager
Dr. Rey F. Bulawan	Co-Activity Manager
Dr. Noe M. Hermosilla	Onsite Managers
Dr. Elna D. Enano	Co-onsite Manager
Deah A. Gamao	Finance Manager
Merlita B. Fajardo	QAME Manager
Noe M. Hermosilla	Resource Persons
Elna D. Enano	
Peter R. Bobiles	
Pepito E. Saldo Jr.	
April D. Ballicud	HRDS EPS II
Timothy Clutartio	HRDS Staff
Wilkins Wong	